



STATE OF CALIFORNIA

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

915 CAPITOL MALL, ROOM 311
SACRAMENTO, CA 95814
TELEPHONE: (916) 653-3255
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www.treasurer.ca.gov/cdlac

Joanie Jones-Kelly
Executive Director

MEMBERS

Bill Lockyer, Chairman
State Treasurer

Arnold Schwarzenegger
Governor

John Chiang
State Controller

JOB OPPORTUNITY BULLETIN

Class:	Executive Assistant
Tenure:	Permanent
Time Base:	Full-Time
Salary:	\$3288 - \$3996

Under the general direction of the Executive Director, CA Debt Limit Allocation Committee, provides administrative and secretarial support to the Executive Director; and provides leadership to the Committee's clerical staff.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Review the more complex and sensitive PRA requests and other inquiries from Applicants, Developers and the general public. Inform interested members of the public about the Committee's programs, policies and procedures by responding to requests for sensitive and timely information. Prepare concise and thorough correspondence, Excel spreadsheets, and other supporting documentation on such requests for consideration by the Executive Director and STO Legal office. Provide guidance and leadership to analytical staff in the evaluation of PRA requests. Coordinate the preparation of PRA requests and the approval process. Work with the staff member responsible for designing and maintaining the Committee's database to oversee the production of ad hoc reports for the Committee members, the users of allocation, the Legislature and the general public.
- Maintain cooperative working relations with bond underwriters, bond counsel, other state agencies, local government representatives and others involved in the completion of private activity bond financings.
- Review and interpret technical information concerning private activity bond financing programs. Prepare Legal Status Questionnaire and other detailed spreadsheets for legal review for distribution to Director, the State Treasurer's Office, local and state governmental representatives and private sector investment bankers, bond attorneys and consultants. Advise the Program Manager and Executive Director when projects or programs do not conform to the Committee's policies and procedures.
- Provide secretarial and office management support as follows: Coordinate Committee Members' (State Treasurer, State Controller, and Governor or Director of Finance) calendars for briefings and public meetings. Make travel arrangements, schedule meetings, review responses and other materials going out with the Executive Director's signature for content, grammar and format.
- Screen incoming calls; direct and redirect calls where unable to personally respond; take and dictate telephone messages, often on sensitive and complex issues where accuracy and timing are critical, compose minutes of Committee meetings.

- Provide leadership to the Committee's clerical staff by: Providing guidance, instructions, and assistance to an Office Technician

DESIRABLE QUALIFICATIONS:

- Ability to handle multiple assignments and critical deadlines.
- Ability to communicate effectively, both orally and in writing.
- Ability to work cooperatively with others.
- Computer skills are an asset.
- Initiative, resourcefulness and good judgment.
- Good work habits and dependability.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e., list eligibility and score, SROA, surplus employee, reinstatement, etc.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "343-001-1728-001" next to the classification on your applications/resume, i.e., Executive Assistant (343-1728-001).

FINAL FILING DATE:

Applications will be accepted **until filled**. Applications will be screened and only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
Calnet (916) 453-3100

An equal opportunity employer – equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the American Disabilities Act (ADA). If you need additional information or assistance, please contact the California Debt Limit Allocation Committee at (916) 653-3461 or TDD (916) 654-9922.
CDLAC (1728-001)kd
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